

**United States Bankruptcy Court
Middle District of Alabama**

In re:

E-Government Act Privacy Requirements
Form B21 Statement of Social Security Number

General Order No. 2003-10

**General Order Regarding
E-Government Act Privacy Requirements**

In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all pleadings filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court.

1. Social Security numbers. If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.
2. Names of minor children. If the involvement of a minor child must be mentioned, only the initials of that child should be used.
3. Dates of birth. If an individual's date of birth must be included in a pleading, only the year should be used.
4. Financial account numbers. If financial account numbers are relevant, only the last four digits of these numbers should be used.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review each pleading for compliance with this rule.

A party wishing to file a document containing the personal data identifiers listed above may file an *unredacted* document under seal. This document shall be retained by the court as part of the record. The court may, however, still require the party to file a redacted copy for the public file.

Statement of Social Security Number (Form B21)

1. In all new individual cases, the debtor must complete and sign a Statement of Social Security Number (Form B21). The statement will not be part of the public case file.
 - a. ***Electronic Filings by Registered ECF Users*** - In voluntary individual cases filed electronically, the debtor's attorney must retain the signed paper copy of the Statement of Social Security Number (Form B21) for a period of one(1) year after the closing of the case.
 - i. The Declaration Concerning Electronic Filing of Petition, Schedules and Statements must contain a signed statement by the debtor verifying the Social Security number information submitted electronically, as well as a statement by the debtor's attorney acknowledging and agreeing to Form B21 retention requirements.
 - b. ***Pro Se Filings*** - Pro se debtors filing a voluntary individual case must submit a signed Statement of Social Security Number to the Clerk in paper format. The statement will be stamped "received" by the Clerk.

- c. ***Involuntary Cases*** - The debtor in an involuntary individual case shall have ten (10) days from the date of the order for relief to submit a completed and signed Statement of Social Security Number to the Clerk in paper format. The statement will be stamped "received" by the Clerk.

Non-Compliance

Individual petitions received that are not in compliance with this Order shall be marked deficient. The clerk of the bankruptcy court is authorized to dismiss cases with redaction or Form B21 deficiencies not corrected within 48 hours of the filing of the petition.

F.R.B.P Rule 2002(a)(1) requires that all creditors and notice recipients receive the debtor's full social security number. For cases filed electronically in which Social Security information is not properly entered into the ECF system, or in which such information is not submitted until after the Notice of Case and Section 341 Hearing has been noticed, the debtor shall be responsible for notice to all creditors and Rule 2002 notice recipients of the full and proper 9-digit Social Security number.

11/14/03

Date

William R. Sawyer

William R. Sawyer, Chief Bankruptcy Judge

November 20, 2003

Date

Dwight H. Williams, Jr.

Dwight H. Williams, Jr., Bankruptcy Judge